

“THE YEAR OF CONTINUITY, INNOVATIVE ACTION AND SUPREME CONFIDENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 5/91

REFERENCE NO. PS: 14/1^{IV}

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:
Annual Report 1990.

DATE: 1991-01-23

At the end of a year there is need for all Agencies to review their performance over the past year and compile an Annual report.

The submission date for 1990 Annual Report is 30th April, 1991.

It must be stressed that reports must be presented by all Agencies in the standard format as given by the Public Service Ministry vide its memo reference PS: 14/^{III} dated 1986-01-13.

Ministries/Agencies are reminded that a total of 107 copies should be printed to ensure total distribution. A copy of the Annual Report must be sent to this Ministry at the time of submission.

Finally it must be emphasized that great importance is attached to the timelessness of submission.

E. F. Barrington
For Permanent Secretary
Public Service Ministry.